

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI**

---

Announcement Date:	October 13, 2006
Position:	Assistant Case Manager I
Starting Salary:	CL 24 (\$31,113 - \$38,890) With promotion potential to Assistant Case Manager II CL 26 (\$37,825 - \$47,303)
Closing Date:	Open Until Filled

---

**POSITION SUMMARY:**

The Assistant Case Manager I position operates in a team environment and must handle all aspects of judicial support. Duties will include docketing, case management of civil and criminal cases, preparation of reports, electronic court recording, and courtroom coverage.

**JOB REQUIREMENTS:**

Good communication and clerical skills are required and computer experience is helpful. Prior court or legal experience is preferred with an ability to comprehend legal terminology. The ability to work effectively under pressure and adapt to a variety of duties is necessary. College degree is required.

**BENEFITS:**

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

**HOW TO APPLY:**

Submit Cover Letter and Resume to: [jeanne\\_pattrin@moed.uscourts.gov](mailto:jeanne_pattrin@moed.uscourts.gov)

or Jeanne Pattrin (ACM-06)  
United States District Court  
Eastern District of Missouri  
111 South Tenth Street, Room 3.300  
St. Louis, MO 63102